

S B X P PROPERTY

ESTATE & LETTING AGENTS

PLEASE COMPLETE ALL SECTIONS
IN FULL. FAILURE TO DO SO WILL
RESULT IN YOUR APPLICATION
BEING RETURNED TO YOU

Tenancy

Application

Application Guide:

Each section must be completed **in full** and the declaration on the back page signed by the Applicants.
Return the form (s) to our office with:

- **Proof of ID** (Passport/drivers licence/European National ID card)
- **Wage slips x3 monthly or x6 Weekly**
- **Last 3 months unaltered bank statements** (Print outs from internet banking are acceptable providing they show the name of the account holder and account details)
- **Proof of address such as a Utility Bill**
- You may be required to supply your Equifax/Experian credit report as a follow up to this application. We will advise if this is the case.
- **£200 holding deposit** – deducted from full deposit upon move in. Please see section 8 for further details.

Applicant's Name(s)

.....
.....
.....
.....

Proposed Property Address

.....
.....
.....

Postcode

Proposed Move in Date (must be Monday-Friday and a day all applicants are available for at least 1 hour between 9am – 5pm)

.....

Proposed Payment date:

1st 15th

Section 1: Applicant's Basic Details

Please complete all boxes on this form. If not applicable, write N/A

Title: Surname:

Forname Middle Name(s):

Nationality: NI Number:

Marital Status: Date of Birth:

Tel(mob): Tel(home):

Tel(work): Extension No:

Email Address:

All other occupants regardless of age must be listed here:

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>

Emergency contact (e.g Parent or Sibling or Aunt/Uncle, excluding anyone living with you)

Full Name:

Relationship: Tel:

Address:

..... Postcode:

Email:

Will the tenancy be in joint names? Yes No

If yes, relationship to other applicant:

Do you have any Pets? Yes No

If yes, type and breed:

Do you or anyone living with you smoke? Yes No

(if yes please use blank page for comments, as all our properties are no smoking)

Section 2: Three Years Address History

if more space is required please use blank page supplied

Current Address:

Owner Rented With Parents With Friends/Partner

Address:.....

.....Postcode:

Dates at this address: From To

Rent/Mortgage: £ Amount you pay towards this: £.....

Owner/Agent (if applicable):

Address:.....

.....Postcode:.....

Phone No:Email

Previous Address:

Owner Rented With Parents With Friend/Partner

Address:.....

.....Postcode:

Dates at this address: From..... To.....

Rent/Mortgage: £ Amount you pay towards this: £

Owner/Agent (if applicable):

Address:.....

.....Postcode:.....

Phone No:Email

Please continue on the blank sheet provided if required

Section 3: Tenant Credit Information

ADVERSE CREDIT – IT IS IMPERATIVE THAT YOU DECLARE ADVERSE CREDIT, WHETHER IT IS SATISFIED OR UNSATISFIED, FAILURE COULD HAVE A DETRIMENTAL AFFECT ON YOUR APPLICATION

Have you ever been declared bankrupt?	YES	NO	(if yes, give details below)
Have you ever been part of Trust Deed, IVA or debt management plan?	YES	NO	(if yes, give details below)
Have you ever been in arrears with your rent or mortgage?	YES	NO	(if yes, give details below)
Have you ever had a County Court Judgement or a Decree registered against you?	YES	NO	(if yes, give details below)
Are you ever in receipt of short term/ pay day loans? E.g Amigo , Wonga	YES	NO	(if yes, give details below)
Do you have any other adverse credit not covered by the above?	YES	NO	(if yes, give details below)

If you have answered yes to any of the above questions please provide all information relevant, continuing on the additional page supplied if required.

Section 4: Employment/Income Details

Current Employment Status: Employed (FT) Employed (PT) Unemployed Student
 Self-employed Agency Worker Independent means Retired

NOTE: If Self-Employed, a Director of your own Company, Retired, Student or Independent Means go to Section 5

If you have been employed in your current position less than 6 months please add your previous employment details in the additional space at the end of this application.

Name of Company:

Job Title/Position:

Address:

.....

.....Postcode:

Start Date: Gross Salary:P/A£..... Overtime: £.....

Reference Contact Name & Position:.....

Contact Number..... Email

Is your current position going to change in the near future? YES NO

If yes, please provide future employment details on blank page

Please ensure all details in this section are complete before moving on

Other Sources of Income

If you do have any other sources of income then please state these below. Additional income proof will be required.

Tax Credits:..... Disability Allowance:.....

Housing Benefit:..... Carers Allowance:.....

Child Benefit:..... Child Maintenance:.....

Additional Income:.....

Section 5: Self-Employment, Director, Independent Means, Retired

Part 1 – Self- Employment

Self Employed/Director Start Date:

Name of Company:.....

Income(Per month):£.....Dividend Income(Per month):£.....

Accountant Name:.....

Is your accountant chartered?: YES NO

Direct Contact Number:.....

Email:.....

Part 2 – Independent Means

Have you got proof of income/funds? YES NO

Will an accountant be verifying income? YES NO (if yes, complete section above)

Part 3 – Retired

Have you got proof of pension? YES NO

Pension Provider: Pension Number:.....

Pensions Amount: £.....Per.....

Part 4 – Student

University:.....

Name of Course:.....

Start date:..... Length of course:.....

Do you receive any bursary/student loans? YES NO (if yes, complete below)

Bursary amount:£.....per.....

Section 6: Financial Commitments

Please list below any monthly financial commitments displayed on your bank statements for items such as mobile phone/car/household good and loans or credit cards. Please continue on the additional sheet if required.

Commitment	Amount due per month	Balance	End Date
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	

Section 7: Bank Details

Name of bank:

Bank Address:

..... Post code.....

Name on the Account:.....

Type of Account:

Sort Code: Account No:

Section 8: Personal Reference

Please provide the details of someone who has know you for more than 3 years, but is not a direct family member - Please complete all fields:

Name:

Address:

Home Number: Mobile:.....

Email:

Relationship:

Years Known:.....

Section 9: Declaration

- I understand that providing false information may lead to a tenancy being refused or early termination of any subsequent tenancy agreement.
- SB Property may use a third party referencing agent, if so you agree to being contacted by that agency, SB Property will make you aware of that company if required.
- SB Property or their selected third party referencing agents will hold your data securely and only use it with regard to the referencing for this tenancy application and future tenancy.
- I have read and agree to be bound by the above terms.

Conditions

- I understand that my holding deposit of £200.00 is non refundable should I withdraw from the application process. False information or failure to disclose material facts would likely result in the application not being taken further. Should SB Property revoke my application I will receive this £200.00 in full.
- Should my application be accepted I agree to pay all outstanding balances due before the start of the tenancy in cleared funds.

General Data Protection Information

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purpose. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords (where applicable), utility and service providers) or to such third parties as required by you or the law, whether within or outside the European Economic area.

I have read and understood the above and I hereby give my consent for any person or organisation to furnish SB Property with whatever information they require in relation to my application.

Applicant's Signature:

Applicant's Name Print:.....

Date:.....

Please use this space for any further information relevant to your application that could not be included above

A large, empty rectangular area defined by a dashed blue border, intended for the applicant to provide further information relevant to their application that was not included in the previous section.